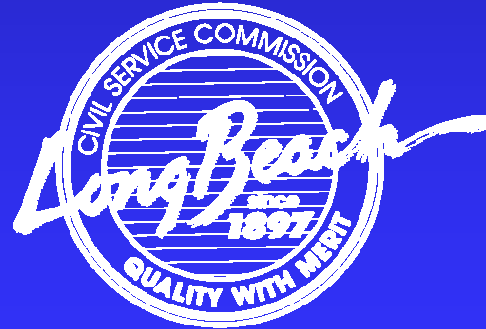


# Civil Service Department

## Budget Presentation

Fiscal Year 2006-2007



## **MISSION STATEMENT**

The Civil Service Department treats all customers with integrity, courtesy and respect, and provides quality candidates that reflect our diverse community through a fair and timely employment process.

# 2006 Highlights

- Successfully hosted the first Civil Service Department Open House, which provided City employees and the general public with information about the department's services. Over 300 attendees participated in training workshops, an information fair, practice testing and career counseling.

# 2006 Highlights

- Conducted two successful recruitment drives for Police Recruit, in the fall and spring, utilizing new marketing tools, such as, advertising on Long Beach Transit buses, billboards on major freeways in Los Angeles, Orange, and Riverside counties and other media sources.
- Conducted two major examinations for Police Recruit, utilizing a video scenario test. The two administrations of the examination resulted in a total of 3158 applicants and 943 who passed and were certified to the Police Department.

# 2006 Highlights

- Revised job opportunity bulletin for Police Officer – Lateral Entry to allow out-of-state applicants, therefore providing new opportunities for hiring of Police Officers.
- Continued collaborative efforts with Long Beach Unified School District, such as sharing recruitment materials, reciprocal training sessions and studying common testing opportunities.
- Participated in employee school visit programs at Franklin Middle School and Poly PAAL High School.

# 2006 Highlights

- Completed 24 managerial/supervisory training classes, including 12 classes for the City of Long Beach Supervisor's Leadership Academy and the Supervisor's Leadership Institute.
- Developed and conducted new "Performance Standards" and "Civil Service 101" training classes.

# 2006 Highlights

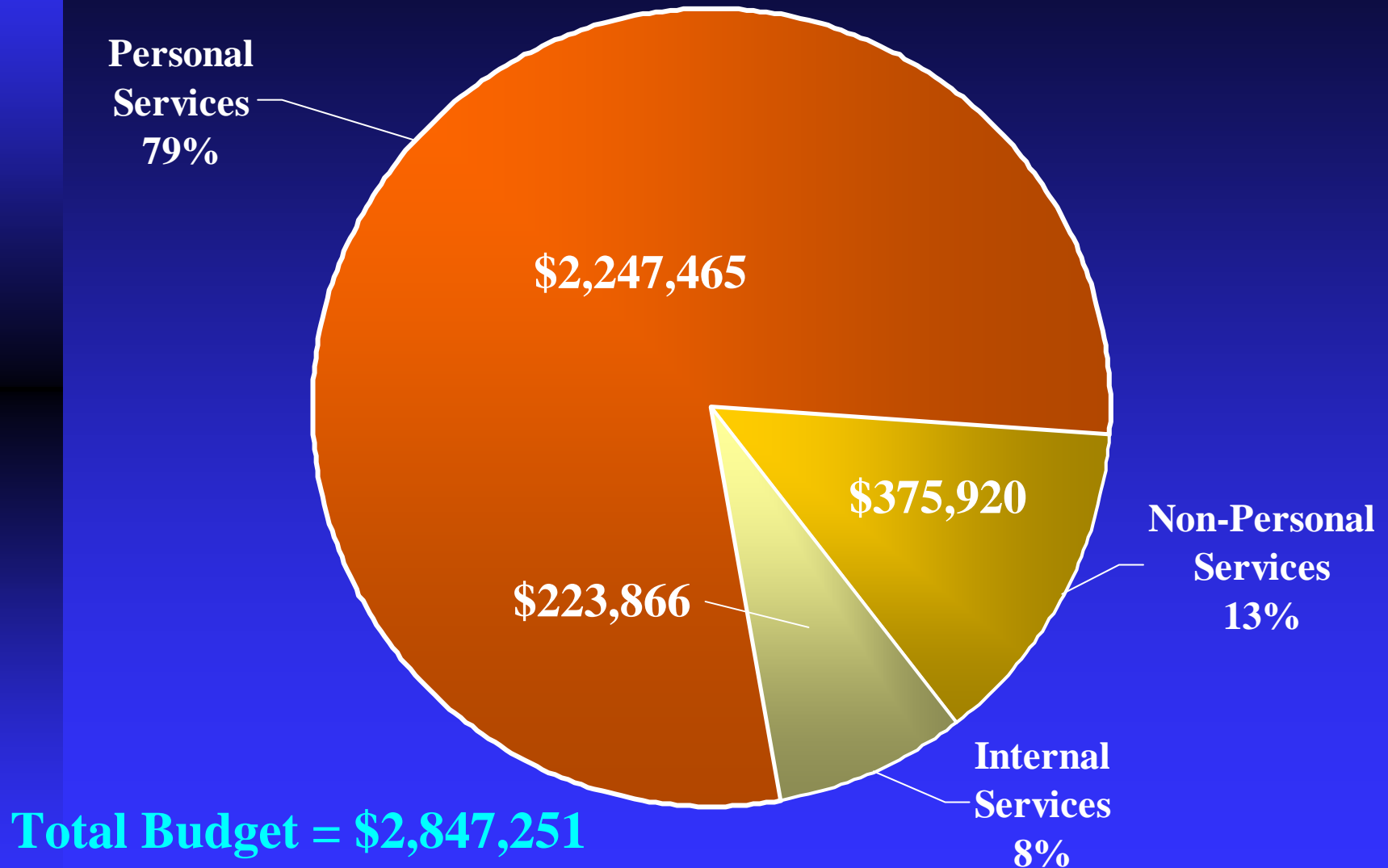
- Recruitment Services Division attended 63 recruitment events, to date. Conducted over 850 career counseling sessions, a 670% increase from the prior year.
- Employment Services Division created 250 eligible lists; a 65% increase.
- Completed 22 employee disciplinary hearings over 38 days, reflecting a 100% increase in the number of hearings completed, and a 72% increase in the number of hearing days.
- Revised the Civil Service Commission policy on conducting Disability Retirement appeals and reduced the backlog by 50%.

# Civil Service Department Budget

	FY 05-06	FY 06-07
	Adopted Budget	Proposed
Personal Services	\$2,136,166	\$2,247,465
Non-Personal Services	\$273,970	\$375,920
Internal Services	\$200,387	\$223,866
Capital Outlay	\$0	\$0
<b>TOTAL DEPT. BUDGET</b>	<b>\$2,610,523</b>	<b>\$2,847,251</b>
DISABILITY RETIREMENT HEARINGS		
<b>INSURANCE FUND BUDGET</b>	<b>\$34,009</b>	<b>\$33,631</b>
<i>Insurance Fund Net Decrease</i>		<i>-\$378</i>
<b>GENERAL FUND BUDGET</b>	<b>\$2,576,514</b>	<b>\$2,813,620</b>
<i>General Fund Net Increase</i>		<i>\$237,106</i>
Personnel Quota	22.0	23.0



# Budget Character FY 07



# Activities for 2007

- Conduct major recruitment and examination for Police Recruit in the fall of 2006
- Conduct major Fire Recruit recruitment and examination in the winter of 2007
- Conduct timely employee appeal hearings
- Continue collaborative recruitment, examination and training efforts with Long Beach Unified School District Personnel Commission
- Further develop the volunteer City Employee school visit programs with Franklin Middle School and other Long Beach schools